



# OVW

## OVW FY 2006 Education and Technical Assistance Grants to End Violence Against Women with Disabilities

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### Call for Papers

LETTER OF INTENT DEADLINE:  
**January 3, 2006**

**NEW-GRANTS.GOV** REGISTRATION  
DEADLINE:  
**January 3, 2006**

CONCEPT PAPER DEADLINE:  
**January 25, 2006**

Please note: If your program was impacted by the recent hurricanes in a way that hinders your ability to submit your application for this grant program, you may be eligible for an extension of the application deadline. If you wish to apply for such an extension, please contact the Office on Violence Against Women at 202-307-6026.

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**U.S. Department of Justice**  
**Office on Violence Against Women**  
800 K Street, NW, Suite 920  
Washington, DC 20530

**Alberto Gonzales**  
Attorney General  
U.S. Department of Justice

**Diane M. Stuart**  
Director  
Office on Violence Against Women

Department of Justice Response Center  
1-800-421-6770

TTY  
202-307-2277

Office on Violence Against Women  
[www.usdoj.gov/ovw](http://www.usdoj.gov/ovw)

Education and Technical Assistance Grants to End Violence Against  
Women with Disabilities  
[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)

Grants.gov Customer Support Hotline  
1-800-518-4726

# **The Education and Technical Assistance Grants to End Violence Against Women with Disabilities**

## **Call for Concept Papers Fiscal Year 2006**

### **About the Office on Violence Against Women**

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

### **About the Education and Technical Assistance Grants to End Violence Against Women with Disabilities Grant Program**

The Education and Technical Assistance Grants to End Violence Against Women with Disabilities Grant Program (Disability Grant Program) was created by the Violence Against Women Act of 2000 (VAWA 2000). Congress, OVW, and victim advocates recognized the need to focus on violence against women with disabilities due to the proliferation of such violence and the gaps in service provision for this population.

Disability Grant Program recipients provide education and technical assistance for the purpose of providing training, consultation, and information on domestic violence, stalking, and sexual assault against women who are individuals with disabilities (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C.12102)).

The scope of the Disability Grant Program is defined by the following four statutory purpose areas. Please note that Disability Grant Program funds may not be used for direct service delivery. Rather, proposed projects must focus on providing education and technical assistance on one or more of the following areas:

- The nature, definition and characteristics of domestic violence, sexual assault, and stalking experienced by women with disabilities;
- Outreach activities to ensure that women with disabilities who are victims of domestic violence, sexual assault, and stalking receive appropriate assistance;
- Federal anti-discrimination laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973; and

- Cost-effective ways that shelters and victim service organizations may accommodate the needs of individuals with disabilities in accordance with the Americans with Disabilities Act of 1990.

Through education and technical assistance, program goals include:

- The increase of efficient and appropriate services;
- Organizational capacity building; and
- Cross-discipline collaboration.

Each recipient of a grant under this section shall provide information and training to organizations and programs that provide services to individuals with disabilities, including independent living centers, disability-related service organizations, and domestic violence program providing shelter or related assistance.

Examples of organizations that may receive education and technical assistance include:

- Disability related service organizations, including Independent Living Centers;
- Domestic violence programs;
- Sexual assault programs; and
- Faith and community-based organizations (which include organizations that are used by individuals with disabilities, but are not disability specific service providers, such as libraries, and job training programs).

### **Availability of Funds**

This call is the first step in the process of selecting six to ten multi-disciplinary teams (teams) that will be funded to engage in this intensive initiative. Awards will be made for up to \$750,000 for a three year period. Award recipients will be required to set aside \$200,000 to support the first year planning phase. The remaining \$550,000 will be used to support the implementation phase of the project during years two and three. A special condition will be included on all awards that restricts access to only \$200,000. Remaining funds will be released upon successful completion of first year requirements. Applicants should be aware that awards will be made as Cooperative Agreements, and OVW will play a substantial role in shaping and monitoring the project.

### **Letter of Intent**

All applicants who intend to apply for FY 2006 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see Appendix B), to OVW by **January 3, 2006**. You may send the letter by facsimile to OVW at (202) 514-5818.

### **Application Due Date-*Read carefully: new information.***

Please note that final concept papers are due **by 5:30 pm (EST) January 25, 2006**, and will be accepted through **Grants.gov**, an e-Government initiative that is included in the President's Management Agenda and through submission of a

**hard copy original. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. Applicants should register with Grants.gov by **January 3, 2006**. First-time registering can take several weeks.**

**You will be unable to submit your concept paper if you do not first register.**

**In addition, applicants must send via overnight delivery a complete hard-copy original of the application, postmarked by January 25, 2006 to: OVW c/o Aspen Systems Corporation.**

We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your concept paper. Applicants should retain proof of timely submission.

Please refer to the “How to Apply” section on page 16 of this solicitation for further instructions.

## **Background**

Since its inception, 36 programs have been funded under the Disability Grant Program. The majority of projects have largely concentrated on two activities: 1) developing curricula to cross-train project partners, member organizations, and social service agencies; and 2) creating and administering accessibility audits, which include evaluation of physical, programmatic, and attitudinal accessibility. Historically, the issue of violence against women with disabilities has not been an area of major focus for service providers. Projects funded in Fiscal Years 2002 & 2004 were instrumental in bringing attention to this issue and in assisting to fill in many of the gaps that existed.

Upon completion of the first grant cycle in FY 2004, OVW believed it was necessary to examine the Disability Grant Program. This examination was to ensure that the Program was being administered as effectively as possible. Through this process, OVW identified strengths, as well as areas in need of improvement. Areas for improvement included fostering multi-disciplinary collaboration and cross-discipline training. OVW determined that a restructuring of the program was necessary. Two principles were used to guide this process:

- Individuals with disabilities and disability organizations must play a major role in the development of the program; and
- A neutral, third-party should facilitate this process.

The examination process consisted of a series of telephone and in-person interviews. In addition a focus group comprised of disability experts, violence against women practitioners, and other relevant disciplines was held. These forums proved to be critical in identifying needs in the area of violence against women with disabilities, devising a framework for technical assistance that would be effective and appropriate, and identifying additional experts to assist with this examination process.

Furthermore, the unique and varied backgrounds of participants in the focus group allowed for a rich level of conversation and problem solving. The group was able to discuss areas of difference that existed between the various disciplines and begin the process of identifying issues for further discussion, devising solutions and creating common ground. Areas identified for further discussion are as follows:

- Safety needs for women with disabilities;
- Strategic planning;
- Collaboration;
- Service accessibility;
- Marginalization of the disability and grassroots communities;
- Tokenism for people with disabilities;
- Fragmentation within the disability community; and
- Competing frameworks.

### **Program Eligibility**

By statute, eligible applicants are:

- States;
- Units of local governments;
- Indian tribal governments; and
- Nongovernmental private entities, including faith and community-based organizations.

Indian tribe is defined as any tribe, band, pueblo, nation or other organized group or community of Indians, including any Alaska Native village or regional or Village Corporation that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Tribes that are receiving services provided by a tribal consortium are eligible to apply for funding through this program. Any organized community of Indians, or a consortium representing several Indian tribal governments, that requests funding must submit a tribal resolution from each constituent tribal government that would participate in the activities outlined in the application.

### **Funding to Faith-Based and Community Organizations**

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving OVW assistance awards retain their independence and do not lose or have to modify

their religious identity (e.g., removing religious symbols) to receive assistance awards. OVW grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with OVW grant funds; rather, such religious activity must be separate in time or place from the OVW funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OVW are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

### **Multi-disciplinary Team Requirement**

It is required that multi-disciplinary teams must be comprised of, at a minimum, the following:

- At least one nonprofit, nongovernmental domestic violence victim service program and/or nonprofit, nongovernmental sexual assault victim service program; and
- At least one disability program.

In addition to the aforementioned disciplines, teams may also include faith and community-based organizations.

Concept papers must demonstrate a strong commitment to real, meaningful collaboration, both in the development of the concept and in the implementation of the project. The concept paper should demonstrate that the team is engaged in such a working partnership, or is in the process of developing such a relationship, and has a considerable likelihood of sustainability.

Successful applicants must propose projects with a local, multi-county, or statewide focus only. Concept papers with a multi-state or national focus will not be considered for funding. Certain project partners may be state-wide in focus (State Protection & Advocacy, Domestic Violence or Sexual Assault Coalitions) even if the project targets a smaller geographic area. Teams may also include statewide partners who do not reside in the area of focus. The project may also focus on disability in general, or it may focus on a specific type of disability.

### **Guidelines**

Based upon the formal examination of the Disability Grant Program, OVW, along with experts in the fields of disability, domestic violence, sexual assault, stalking, and other relevant disciplines, has developed a framework for teams to follow. Teams must adhere to the following guidelines:

- Teams must include representatives from at least one domestic violence and/or sexual assault organization and one disability organization. These organizations may have a local or statewide focus.
- Teams must demonstrate a high level of commitment from all parties to work collaboratively.

- Team members will be expected to address issues of accessibility within their own organizational service and employment practices. Teams will be expected to develop and implement a plan to increase accessibility.
- Teams must focus on capacity and skill building activities during the first year of the grant. These activities should continue throughout the life of the project.
- Teams will be required to conduct a needs assessment and develop and implement a strategic plan.
- Teams must develop and implement a realistic plan to sustain project activities.
- Teams, including all project partners, must participate in all technical assistance opportunities sponsored by OVW.
- Teams must engage in cross-training.
- Teams must develop policies around confidentiality and information sharing.

In meeting these requirements, it is strongly encouraged for each team to have in place a structure for governing, planning, and implementation. This collaborative structure should include decision makers from each of the project partners. This structure should have the authority and leadership to make decisions about policies and procedures that are essential to the project.

### **Activities That May Compromise Victim Safety**

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety such as the following:

- Developing materials that do not address the issue of targeted abuse;
- Developing materials that focus primarily on issues of physical accessibility and do not fully address issues of programmatic and attitudinal accessibility;
- Crafting definitions of abuser and domestic and sexual violence that fail to consider the power dynamics between women with disabilities and personal care attendants, or care givers; and
- Developing safety plans that are not appropriate for women with disabilities.

### **Technical Assistance**

The Vera Institute of Justice (Vera), through its National Associates Program, will provide intensive technical assistance to teams awarded funds under the Disability Grant Program. Unlike many technical assistance organizations, Vera does not rely principally on professional consultants or its own staff to provide advice, but rather on



associates: active practitioners who are successfully changing their own systems together with experts grounded in practice. Vera's technical assistance is organized to bring active practitioners who have succeeded in changing their justice systems together with those who aspire to do so.

Teams will be required to participate in all technical assistance events sponsored by OVW and Vera. Technical assistance will be both substantive and skills-based in nature. Associates will assist teams in building their capacity and develop, strengthen, and maintain collaborative relationships among project partners and other key stakeholders.

## **Review Process**

The review process will follow a two prong approach. Complete concept papers will be subject to internal OVW panel review. Panelists will evaluate applications using the criteria outlined in this call for concept papers. The top scoring papers will be eligible for further consideration. OVW staff will conduct site visits with the 10 - 15 teams who scored highest in the internal review process. Each team will be assessed during these site visits and will receive an additional score. The 6 – 10 highest scoring teams overall will be invited to submit full applications and will receive funding under the Disability Grant Program for Fiscal Year 2006.

Final review will consider the geographic distribution of the applications from a national and statewide perspective, the ratio of population to services, the existence of underserved communities and the types of projects already funded within the applicants' state or community. **Furthermore, teams with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs (OJP) financial requirements, or did not comply with special conditions from previous grants, including equal treatment and civil rights compliance, will not be considered for funding.**

## **Concept Paper Content**

Applicants must complete each of the following sections as part of their response to this call for concept papers. **It is the responsibility of the applicant to ensure that the concept paper is complete. OVW will remove the concept paper from consideration prior to internal review if the concept paper is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the internal review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the concept paper. Internal reviewers will not receive materials submitted beyond those required by this call for concept papers.

Concept papers must use the following page format requirements:

- No more than 10 pages
- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font

Successful applicants must submit a concept paper that demonstrates the following:

The following will be submitted online through Grants.gov. (Please refer to Appendix A, the Step-by-Step Guide to Grants.gov).

### **DUNS Number**

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into Grants.gov by the applicant. A concept paper will not be considered complete until a valid DUNS number is provided by the applicant.** The number should be nine digits. Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

### **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that it submitted. The Catalog of Federal Domestic Assistance number for this program is **16.529** (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

### **Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of a concept paper received through Grants.gov. **NOTE:** If the authorizing official is not the individual submitting the

application via Grants.gov, be sure the correct authorizing official information has been entered.

**Narrative (Total 80 Points)**

The following narrative will be submitted as an attachment in Grants.gov.

- A. A strong problem definition and an understanding of the scope and dimension of violence against women with disabilities (20 points).
- Identify a service area (i.e. local, multi-county, statewide).
  - Detail the demographics of the service area.
  - Describe the current state of services for women with disabilities who are victims of violence in that service area.
  - Describe the barriers to accessibility within the service area and what steps can be taken to increase accessibility.
  - Identify gaps and unmet needs in providing services to women with disabilities who are victims of violence.
  - Identify services available and types of community responses for individuals with disabilities.
- B. Capabilities and experience of the team (20 points).
- Identify organizations who will make up the team involved in the project, including specific roles both in planning and implementation phases. Please note this section is in addition to the Memorandum of Understanding.
  - Describe the proposed staffing for the initiative.
  - List the qualifications and experience of proposed staff.
  - Describe the ability of proposed staff and organizations to manage the proposed effort.
  - Describe the capability of victim service organization(s) to provide a full range of comprehensive services to women with disabilities who are victims of violence.
- C. Collaborative relationship (35 points).
- Describe the length and nature of the relationship between all involved parties.
  - Describe a current or past successful collaborative relationship. The concept paper should detail who was involved, the purpose for the relationship, the successes and challenges, the impact on the target population, the structure of the relationship, and how long the relationship has been/was in existence.
  - Describe the governance of the project. This should detail leadership of the project, how decisions will be made, how each project partner will be given an equal voice in planning and

implementation, how non-project partners will be engaged in the process, and what kind of accountability mechanism will be put in place.

D. Sustainability (5 points).

- Describe a commitment and capacity to sustain the project if Federal funding is no longer available.
- Include a proposed plan that details feasible strategies to preserve the project in the long run.
- Describe a past, successful sustainable effort, either by the lead organization or by project partners.

A budget and budget narrative are not required for the concept paper. The 6 – 10 teams who receive the highest overall scores will be invited to submit a full application, which will include a budget and budget narrative.

The following must be included in your hard copy. If you have electronic signed copies, they may also be included as attachments in Grants.gov

**Memorandum of Understanding (MOU) (20 Points)**

Each applicant must enter into a formal Memorandum of Understanding (MOU) with at least one nonprofit, nongovernmental domestic violence victim advocacy program and/or nonprofit, nongovernmental sexual assault victim advocacy program AND at least one disability organization. The MOU must demonstrate a strong commitment by all parties to work as a collaborative team in order to improve services to women with disabilities and increase accessibility. Collaboration must be meaningful and ongoing and include compensation for participation.

Each concept must include, as an attachment, a single, current (i.e. signed and dated during the development of the proposal) MOU created and signed by the chief executive officers and/or directors of:

- At least one nonprofit, nongovernmental domestic violence victim service program and/or nonprofit, nongovernmental sexual assault victim service program; and
- At least one disability program.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each party's participation in developing the application;

- Clearly state the roles and responsibilities each organization and/or individual would assume to ensure the success of the proposed project;
- Identify the members, by name, of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment by all project partners to work together to achieve stated project goals;
- Clearly demonstrate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner will contribute to the project through time, in-kind contributions, or award funds (e.g. office space, project staff, training).

Please note OVW will not accept Letters of Commitment in lieu of the MOU.

### **Letters of Commitment**

In addition to the MOU, each concept paper must include, as an attachment, a Letter of Commitment from EACH project partner. Please note, whereas Letters of Commitment have not been designated a point value in the review process, concept papers will be regarded as incomplete if letters from each project partner are not included. Incomplete concept papers will not be given consideration for funding.

Letters of Commitment should demonstrate a commitment by the decision making authority (e.g., Executive Director) of each project partner organization to the proposed project. Specifically, the letter should include the following information:

- Name and brief description of the organization.
- Detailed description of the role of the organization in the project (e.g., dedicate staff to the project, attend meetings, ensure all staff is trained on violence against women with disabilities).
- Assurance that that accessible organizational policies and procedures and employment practices will be in place.
- Assurance that organizational policies and procedures appropriately address issues of violence against women (i.e. screening practices, referrals, and staff training).

## **Additional Program Requirements**

### **Performance Measurement**

There are two statutory requirements that require OVW grantees to collect and maintain data that measure the effectiveness of funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed an Education and Technical Assistance Grants to End Violence Against Women with Disabilities

semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- The number of trainings funded by the Disability Grant program;
- The number of victim service providers assessed with Disability Grant program funds;
- The subject matter of education and technical assistance programming;
- The number of educational or technical assistance events for experts and/or advocates for women with disabilities and advocates for victims of domestic violence and/or sexual assault;
- The number of education and technical assistance events for State, Tribal or local governments;
- The number of cross training events with adult protective services, criminal justice personnel, domestic violence and/or sexual assault advocates and advocates for women with disabilities;
- The number of site visits;
- The number of other technical assistance consultations; and
- The number of newly developed or revised protocols, policies and practices.

### **Reporting Requirements**

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

### **Office of Justice Programs (OJP) Financial Guide**

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP webpage: <http://www.ojp.usdoj.gov/FinGuide>.

### **Suspension or Termination of Funding**

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Disability Grant Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Disability Grant Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director, Office on Violence Against Women.

### **Single Point of Contact Review**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review of the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

### **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

### **Services to Limited-English-Proficient (LEP) Persons:**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7<sup>th</sup> Street, N.W., 8<sup>th</sup> Floor  
Washington, DC 20531

### **Anti-Lobbying Act**

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. Part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

### **How To Apply**

Applicants must submit a fully executed concept paper to OVW via overnight delivery, including all required supporting documentation. **Concept papers will not be accepted via facsimile. Although most parts of the concept paper need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed.** Concept papers submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). (Please refer to Appendix A, the Step-by-Step Guide to Grants.gov).

Complete concept papers should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- Letters of Commitment;
- An MOU;
- The narrative.

The following documents must be submitted via Grants.gov:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements; and
- The narrative.

**Note: The Catalog of Federal Domestic Assistance number for the Disability Grant program is 16.529.**



Detailed instructions on how to use the Grants.gov system to submit your application online are available at OVW's web page, [www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the review process, **applicants must send via overnight delivery a complete hard-copy original of the concept paper, postmarked by January 25, 2006 to:**

**The Office on Violence Against Women  
c/o Aspen Systems Corporation  
OVW Education and Technical Assistance Grants to End Violence Against  
Women with Disabilities  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850  
(301) 519-5000**

## **APPENDIX A**

### **Step-by-Step Guide to Grants.gov**

## How to Apply

OVW is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OVW is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (\*.doc), PDF (\*.pdf), or text (\*.txt).

If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at **1-800-518-4726**.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation 16.529, titled "Education and Technical Assistance Grant to End Violence Against Women with Disabilities."

### Step 1: Registering

**Note:** Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and password**. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

#### **e-Business Point of Contact:**

Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

- Go to [www.grants.gov](http://www.grants.gov), and click on the "Get Started" tab at the top of the screen.
- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the "Register your Organization [Required]" or "Complete Registration Process [Required]" links. You may print a registration checklist by accessing [www.grants.gov/assets/OrganizationRegCheck.pdf](http://www.grants.gov/assets/OrganizationRegCheck.pdf).

**DUNS Number:**

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

**Central Contractor Registry (CCR):**

**Note:** Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at [www.ccr.gov/CCRRegTemplate.pdf](http://www.ccr.gov/CCRRegTemplate.pdf). It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to [www.ccr.gov](http://www.ccr.gov) or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1-888-227-2423.
- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

**Authorize your Organization Representative:**

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

**Log in as e-Business Point of Contact:**

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).
- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

### **Authorized Organization Representative and Individuals:**

If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to [www.grants.gov](http://www.grants.gov) and click on the “Get Started” tab at the top of the screen.
- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see [www.grants.gov/assets/AORRegCheck.pdf](http://www.grants.gov/assets/AORRegCheck.pdf)).
- Individuals may click the “registration checklist” for help in walking through the registration process.

### **Credential Provider:**

Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

- If you should need help with this process, please contact the Credential Provider Customer Service at 1-800-386-6820.
- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

### **Grants.gov:**

- After completing the credential provider steps above, click “Step 2. Register with Grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, Grants.gov will notify the e-Business POC for assignment of user privileges.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

**Note:** Individuals do not need to continue to the “Organizational Approval” step below.

### **Organization Approval:**

- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant application packages without permission. A notice is automatically sent to your organization’s e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to [www.ccr.gov](http://www.ccr.gov) to search for your organization and retrieve your e-Business POC contact information.
- Once organization approval is complete, you will be able to submit an application and track its status.

## Step 2: Downloading the Application Viewer

**Note:** You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Under “Apply Step 1: Download a Grant Application Package and Applications Instructions,” click the link for the PureEdge Viewer ([www.grants.gov/DownloadViewer](http://www.grants.gov/DownloadViewer)). This window includes information about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at [www.grants.gov/GrantsGov\\_UST\\_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf](http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf).

- Scroll down and click on the link to download the PureEdge Viewer ([www.grants.gov/PEViewer/ICSViewer602\\_grants.exe](http://www.grants.gov/PEViewer/ICSViewer602_grants.exe)).
- You will be prompted to save the application. Click the “Save” button and the “Save As” window opens. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click “RUN.” Click “Yes” to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the “Welcome” page.
- Click “Next” to continue.
- Read the license agreement and click “Yes” to accept the agreement and continue the installation process. This takes you to the “Customer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

### Step 3: Downloading an Application Package

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.
- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”
- Enter either the CFDA number for this announcement, 16.529, or this solicitation’s Funding Opportunity Number, OVW-2006-1177. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.
- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.
- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

## Step 4: Completing the Application Package

**Note:** This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

Mandatory forms include the (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm). Other Mandatory forms are the (1) Project Narrative Attachment Form; and (2) Other Attachments Form. Optional forms required for this solicitation include the Survey on Ensuring Equal Opportunity for Applicants



- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.
- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.
- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.

**Note:** the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

## Step 5: Submitting the Application

**Note:** Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.
- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.

- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.
- When finished, click the “Close” button.

## Step 6: Tracking the Application

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at [www.grants.gov](http://www.grants.gov). At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package.
- Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:
  1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.
  2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
  3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.
  4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization’s e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.

**APPENDIX B**

**Letter of Intent**

## Letter of Intent

Office on Violence Against Women  
U.S. Department of Justice  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

To Whom It May Concern:

I intend to apply for funds under the 2006 Education and Technical Assistance Grants to End Violence Against Women with Disabilities Grant Program.

**Name:**

**Date:**

**Position:**

**Organization:**

**Address:**

**City/State/Zip:**

**Phone:**

**FAX:**

**E-mail:**

**Please FAX to:  
Office on Violence Against Women  
ATTN: The Disability Grant Program  
Office of Justice Programs  
202/514-5818**

**Please submit by January 3, 2006**



